



# दक्षिण बिहार केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF SOUTH BIHAR

Ex-1, Gaya Postbag-90, Village - Khatwa, Post - Fardoba PS - Sahar, District - Gaya (Bihar) Pin-822001

## APPLICATION FOR ISSUANCE OF UNIVERSITY CERTIFICATE

(Chemistry/Biology / Chemistry / Botany / Zoology / Agriculture / Commerce)

- Name of the Applicant ..... 2. Enrollment Number .....
- Father's Name ..... Year of admission .....
- Name of the Certificate Required .....
- Examination of the University in which the applicant appeared for .....
- Programme of study ..... Year ..... Date of Birth /Place of Birth .....
- Department of ..... School of .....
- In case a candidate applies for Migration Certificate:
  - Name of the University for which the candidate wants to migrate .....
  - Programme of study .....

Serial No. ..... Mobile No. .... Signature of Applicant with date

Note: 1. All the particulars required should be correctly filled in by the applicant. The officer will not be responsible for delay in case the form is not completed in all respects.

2. The necessary fee may be paid through BSR office / Demand Draft / in the Finance and Accounts Section of The University. Demand Draft should be in favour of "Central University of South Bihar" payable at Gaya.

### (TO BE FILLED BY THE HEAD/HEADS OF THE CONCERNED DEPARTMENT / SCHOOL)

- The information furnished by the candidate ..... is correct as per School record.
- It is also certified that there is no bar existing against him / her.

Head of the Department / Head of the School / Head of the Institution

### OFFICE OF THE FINANCE & ACCOUNTS

Fee paid vide Order / Demand Draft / Cash (Please tick in appropriate mode of payment)

Mode of Payment : No. & Date of the Instrument :  
Amount : Receipts of the Accounts Section :  
Date : .....

Serial No. & Date ..... Signature with Seal of the Verifying Officer

### (DO NOT EX-CERTEIFICATE FROM ACADEMIC SECTION)

- It is certified that the Migration / Transfer Certificate No. .... dated ..... issued from ..... University was / has been verified in the Office.
- The student was admitted in the School / Department in the Year ..... and left the University in ..... There is no bar existing against him / her.

Head of Institution / Signature with date ..... Section Officer / Signature with date ..... Assistant Registrar / Signature with date .....

### FORM USE IN THE EXAMINATION SECTION

Certificate bearing no. .... dated ..... has been issued and necessary entries have been made in the relevant register.

Head of Institution / Signature with date ..... Section Officer / Signature with date ..... Assistant Registrar / Signature with date ..... Chairman of Examinations / Signature with date .....

S.No.	Name of the Certificate	Fee	S.No.	Name of the Certificate	Fee
1	Duplicate Provisional Certificate / Migration	₹ 100/-	1	Engage Certificate No.	₹ 100/-
2	Duplicate Mark Sheet	₹ 20/-	2	Change of the "MID" / "SEM" of the candidate	₹ 100/-
3	Duplicate Mark Sheet (upto 1-10 years)	₹ 100/-	3	Transfer fee generally	₹ 100/-
	Duplicate Mark Sheet (11 to 15 years)	₹ 200/-		Transfer fee for a Special Case	₹ 100/- (each)
	Duplicate Mark Sheet (16 to 20 years)	₹ 300/-			